



About 2 million people are employed in a government job, making the federal government America's largest employer.



Government Salary and Benefits

The salaries for most government jobs are based on a "General Schedule" (GS) pay scale. This civil service system has starting salaries ranging below \$20,000 to much higher.



Applying for a federal job requires you to take a different approach and adhere to a different set of rules and techniques.



Tailoring Your Resume to the Job Announcement

The key to landing a job with Uncle Sam is to tailor your federal style resume and application to the core duties and responsibilities listed in the job announcement. Those who take the time to develop a comprehensive and properly formatted tailored application package will improve their rating and get the attention of the selecting official.



Read the job announcement thoroughly for the position you are applying for and pay attention to the required Duties and Responsibilities.



Don't use the exact same application for all jobs that you apply for.

Government Job Search


The best place to start looking for a government job is on the [USAJobs](http://www.usajobs.opm.gov/) web site.

The screenshot shows the USAJobs website in a Windows Internet Explorer browser window. The address bar displays <http://www.usajobs.opm.gov/>. The browser's address bar also shows the text "USAJOBS - The Federal Government's Official Job...". The website's header includes navigation links: "Search Jobs", "My Account", and "Info Center". A red button in the top right corner reads "SIGN IN OR CREATE AN ACCOUNT". The main content area features the USAJOBS logo, which includes the text "USAJOBS" in red and "WORKING FOR AMERICA" in black. Below the logo are two search input fields: "What: (keywords)" and "Where: (U.S. city, state or zip code)". To the right of these fields are three links: "Browse Jobs >", "Advanced Search >", and "International Search >". A blue "Search Jobs" button with a right-pointing arrow is positioned below the search fields. Below the search area, there are three links: "First Time Visitors", "Why Work for America?", and "Special Hiring Events". A horizontal bar contains four links: "Individuals with Disabilities", "Veterans", "Students and Recent Graduates", and "Senior Executives". Below this bar is a "Follow USAJOBS" section with icons for Facebook, Twitter, and YouTube. At the bottom of the page, there is a footer with several links: "Site Map", "Contact Us", "Help/FAQs", "Employers", "Privacy Act and Public Burden Information", "FOIA", "About Us", and "USA.gov". Below these links is a small disclaimer: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."



USAJobs (USAJobs.gov) is the Federal Government's official source for Federal government job listings, job applications, and employment information.

The [First-Timers Start Here](#) section explains how the system works. Users can search for jobs, build a resume online and sign-up to receive job postings via email.



The screenshot shows the USAJOBS website in a Windows Internet Explorer browser window. The address bar displays <http://www.usajobs.gov/firsttimevisitors.asp>. The browser's search bar contains the text "Bing". The website's navigation bar includes links for "Search Jobs", "My Account", and "Info Center", along with a red button labeled "SIGN IN OR CREATE AN ACCOUNT". The main content area features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo, a welcome message reads "Welcome to USAJOBS!" and states that the site is the official job site of the US Federal Government. Three main action buttons are displayed: "Create an Account", "Be Informed", and "Look for a Job". Each button is accompanied by a list of bullet points describing the services offered. At the bottom of the page, there is a footer with links for "Site Map", "Contact Us", "Help/FAQs", "Employers", "Privacy Act and Public Burden Information", "FOIA", "About Us", and "USA.gov". A small disclaimer at the very bottom states that this is a United States Office of Personnel Management website and that USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

USAJOBS - First Time Visitors - Windows Internet Explorer

<http://www.usajobs.gov/firsttimevisitors.asp>

USAJOBS - First Time Visitors

Search Jobs My Account Info Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS®
"WORKING FOR AMERICA"

Welcome to USAJOBS!

USAJOBS is the official job site of the US Federal Government.
It's your one-stop source for Federal jobs and employment information.

Create an Account

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs

Be Informed

- Learn how to use USAJOBS
- Learn about the federal hiring process
- Discover special hiring programs

Look for a Job

- Search by Agency, Occupation, Location...
- See which jobs are in demand
- Apply to Federal Agencies

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

USAJOBS - Tutorials - Windows Internet Explorer

http://www.usajobs.gov/EI/tutorials.asp#icc

USAJOBS - Tutorials

Search Jobs My Account Info Center

USAJOBS
"WORKING FOR AMERICA"

[Search Jobs](#) [Keyword Tips](#) ?

What: (keywords) Where: (U.S. city, state or zip code)

[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

[Accessible Version](#)

Info Center

BROWSE ADVICE ON:

- USING USAJOBS ▶
- FEDERAL EMPLOYMENT
- APPLYING FOR A FEDERAL JOB

SPECIAL INFO FOR:

- INDIVIDUALS WITH DISABILITIES
- VETERANS
- STUDENTS AND RECENT GRADUATES
- SENIOR EXECUTIVES

[Tutorials](#)

- [The Job Search](#)
- [Using Keywords to Maximize Your Search Results](#)
- [Security Center](#)

[Back to Info Center](#)

Tutorials

USAJOBS tutorials are provided in an interactive format designed to be read on-screen. They are also available in an alternative printable document format if you are not able to view the interactive tutorial.

Job Search

USAJOBS is the official jobsite for the US Federal Government. You can search USAJOBS to find thousands of available federal jobs, and use our search tools to narrow your results down to find your perfect job. [View Interactive](#) or [Download Document](#)

Job Opportunity Announcements

What is a Job Opportunity Announcement? The Job Opportunity Announcement contains all of the information about a job, including the overview, duties, qualifications and evaluations, benefits, how to apply, and any other pertinent information you may need. You can also find the agency contact information, should you have any additional questions that are not answered. [View Interactive](#) or [Download Document](#)

My Account

Your USAJOBS Account is your personal homepage on USAJOBS. Use this page to access your account profile, resumes, uploaded documents, application status, and search agents. [View Interactive](#) or [Download Document](#)

Resumes

In your USAJOBS account, you can create and store up to 5 different resumes to use to apply to federal Job Opportunity Announcements. [View Interactive](#) or [Download Document](#)

Saved Documents

In your USAJOBS Saved Documents, you can upload up to five different documents into your account for repeated use when applying to Job Opportunity Announcements. [View Interactive](#) or [Download Document](#)

Saved Searches

Saved Searches automatically retrieve jobs matching specified criteria and email the results at specified times. [View Interactive](#) or [Download Document](#)

Can't see the full page of the tutorial?

Please ensure that your computer display settings will allow you to see the entire page.

Internet | Protected Mode: Off 100%

Inbox - Microsoft O... Government Jobs - ... USAJOBS - Tutorials... Document1 - Micro... Microsoft PowerPoi...

10:34 AM

USAJOBS - The Federal Job Search - Windows Internet Explorer

http://www.usajobs.gov/EI/thejobsearch.asp#icc

USAJOBS - The Federal Job Search

What: (keywords) Where: (U.S. city, state or zip code) [Browse Jobs >](#) [Advanced Search >](#) [International Search >](#)

USAJOBS

"WORKING FOR AMERICA"

Info Center

BROWSE ADVICE ON:

USING USAJOBS

FEDERAL EMPLOYMENT

APPLYING FOR A FEDERAL JOB

SPECIAL INFO FOR:

INDIVIDUALS WITH DISABILITIES

VETERANS

STUDENTS AND RECENT GRADUATES

SENIOR EXECUTIVES

Tutorials

The Job Search

Using Keywords to Maximize Your Search Results

Security Center

Accessible Version

Federal Employment Information Fact Sheets: The Federal Job Search

[Back to Info Center](#)

STRAIGHT TALK ON . . . The Federal Job Search - A "Three - Step Process"

USAJOBS®, the government's official job web site provides access to more than 30,000 job listings daily as well as applications, forms, and employment fact sheets. Job postings are updated hourly and are available to job seekers in a variety of formats to ensure accessibility for those with differing physical and technological capabilities. You can search for jobs by location, job category, and agency and you can complete and submit your application directly to the agency online.

Come Work for America. We have made the process simple! Your job search for Federal career opportunities is a "Three - Step Process". With USAJOBS, you can:

Step 1 - Create Your Account

YOU DO NOT NEED TO CREATE A "My Account" TO SEARCH FOR JOBS, BUT YOU MUST CREATE AN ACCOUNT TO APPLY FOR JOBS ONLINE. Set up your "My Account" to:

• Build or upload your résumé and post it online

• Receive customized job alerts

• Apply for Federal Government jobs

• Save or Email a Friend Job Opportunity Announcements

Step 2 - Search for Jobs

From the [www.usajobs.gov](#) web page, enter your desired job information and submit to search the database of thousands of opportunities. Use your resume to apply online instantly.

The TDD line 1/978-461-8404 is available for our customers that are hearing impaired. Local telephone companies may charge for long distance service.

Step 3 - Manage Your Career

Get all the information and advice you need on obtaining a job in the Government. You can also get application status for positions that you have applied for through your USAJOBS® account.

It's That Easy! Apply for a Federal position and make a difference in the lives of the American Public.

AS OF: 03/24/2011

Download the PDF file

Download the PDF file

Back to top

Done

Inbox - Microsoft O...

Government Jobs - ...

USAJOBS - The Fede...

Document1 - Micro...


Microsoft PowerPoi...

Internet | Protected Mode: Off 100%

10:35 AM

USAJobs Job Search Options:

Search USAJobs by keyword, location, job category, salary range, and pay grade. Users can also search based upon eligibility for federal employment.



The screenshot shows the USAJobs website in a Windows Internet Explorer browser window. The address bar displays "http://www.usajobs.opm.gov/". The page features the USAJobs logo with the tagline "WORKING FOR AMERICA". Below the logo is a search interface with two input fields: "What: (keywords)" and "Where: (U.S. city, state or zip code)". To the right of these fields are links for "Browse Jobs >", "Advanced Search >", and "International Search >". A blue "Search Jobs" button with a right-pointing arrow is positioned below the input fields. Below the search button are three links: "First Time Visitors", "Why Work for America?", and "Special Hiring Events". A horizontal bar contains four links: "Individuals with Disabilities", "Veterans", "Students and Recent Graduates", and "Senior Executives". Below this bar is a "Follow USAJOBS" section with icons for Facebook, Twitter, and YouTube. At the bottom of the page, there is a footer with links for "Site Map", "Contact Us", "Help/FAQs", "Employers", "Privacy Act and Public Burden Information", "FOIA", "About Us", and "USA.gov". A small text block states: "This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information."

USAJOBS - The Federal Government's Official Jobs Site - Windows Internet Explorer

http://www.usajobs.opm.gov/

USAJOBS - The Federal Government's Official Job...

Search Jobs My Account Info Center

SIGN IN OR CREATE AN ACCOUNT

USAJOBS
"WORKING FOR AMERICA"

What: (keywords) Where: (U.S. city, state or zip code) [Browse Jobs >](#)
[Advanced Search >](#)
[International Search >](#)

Search Jobs

[First Time Visitors](#) [Why Work for America?](#) [Special Hiring Events](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

Follow USAJOBS [Facebook](#) [Twitter](#) [YouTube](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Job Search | U.S. Army Civilian Recruitment Site

ARMY

CIVILIAN SERVICE

Real opportunities. Important work.

About Us

Careers

How To Apply

Where the Jobs Are

Army Job Search

U.S. ARMY

JOB SEARCH

Job Search Results

Refine results with more Keywords...
efmp
Refine

Show Jobs Posted: All

Save this search and email me jobs!

Detailed View

Brief View

Jobs 1 to 3 of 3

Page: [1]

Closing ▲

Job Summary ▲

5/24/2011

[FAMILY ADVOCACY/EFMP COORDINATOR](#)

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army int ...
[\[more\]](#)

Vacancy Ann. #:

FEFC11092204

Who May Apply:

Status Candidates

Pay Plan:

GS-0101-09/09

Appointment Term:

Temporary

Job Status:

Full-Time

Opening Date:

5/17/2011

Salary:

From 41,563.00 to 54,028.00 USD per year

Agency

Army, Pacific

Location

JP-Okinawa-OP - 41,563.00+
Okinawa Japan

Salary ▲

5/27/2011

[Practical Nurse](#)

About the Position: This position is located in Ansbach, Germany. It is home to US Army Garrison Ansbach and to the V Corps' 12th Aviation Combat Brigade. USAG Ansbach provides base support services t ...
[\[more\]](#)

Vacancy Ann. #:

EUHJ11039491470780

Who May Apply:

Status Candidates

Pay Plan:

YI-0620-01

Appointment Term:

Permanent

Job Status:

Full-Time

Opening Date:

5/16/2011

Salary:

From 27,431.00 to 35,657.00 USD per year

Agency

Army Medical Command

Location

DE-Central & Southern Europe

Salary ▲

12/31/2011

[CONTRACT SPECIALIST](#)

NOTE: This is an open-continuous announcement. First Cut-off date for applicants will be 18 May 2011. After this date, candidates will be rated and referred to management when a new vacancy is identif ...
[\[more\]](#)

Vacancy Ann. #:

EUFH11378438470221

Who May Apply:

Status Candidates

Pay Plan:

GS-1102-12

Appointment Term:

Permanent

Job Status:

Full-Time

Opening Date:

4/28/2011

Salary:

From 60,274.00 to 78,355.00 USD per year

Agency

Army Materiel Command, All Others

Location

SA-Riyadh

Salary ▲

Jobs 1 to 3 of 3

Page: [1]

Home

Privacy & Security Notice

Website Accessibility Info

Done, but with errors on page.

Internet | Protected Mode: Off

100%

Inbox - Microsoft O...

Microsoft PowerPoi...

Job Search | U.S. Ar...

11:07 AM

U.S. Army, Pacific

Department: Department Of The Army
Agency: U.S. Army, Pacific
Job Announcement Number:
FEFC11092204

Overview**Duties****Qualifications & Evaluations****Benefits & Other Info****How to Apply**[Back to Search Results](#)

FAMILY ADVOCACY/EFMP COORDINATOR

SALARY RANGE: 41,563.00 - 54,028.00 USD per year**OPEN PERIOD:** Tuesday, May 17, 2011 to Tuesday, May 24, 2011**SERIES & GRADE:** GS-0101-09/09**POSITION INFORMATION:** - Term Position Not to Exceed: 4 YEARS -- Full Time**DUTY LOCATIONS:** vacancy(s) in one of the following locations: 1 vacancy - OP - Okinawa Japan**WHO MAY BE CONSIDERED:** Status Candidates**JOB SUMMARY:**

Challenge Yourself - Be an Army Civilian - Go Army!

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

Organization(s):

US ARMY INSTALLATION MANAGEMENT CMD; USAG-JAPAN; DIR OF MORALE, WELFARE AND RECREATION; ARMY COMMUNITY SERVICES; TORII STATION, OKINAWA, JAPAN

Who May Apply: Click [here](#) for more information.

- All Federal employees serving on a career or career-conditional appointment.
- Persons with Military Spouse Preference who are in the commuting area of the place of work.
- Reinstatement eligibles.
- Veterans eligible as 30% Disabled Veterans.
- Veterans' Recruitment Authority (VRA).
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.
- Applicants who are eligible for Family Member appointments on Leave Without Pay (LWOP) in the commuting area of the vacancy.
- U. S. Citizens residing in the commuting area (except ordinary residents) who are eligible for a family member appointment.
- Military spouses eligible under EO 13473.

KEY REQUIREMENTS:

See Other Requirements

[Back to Search Results](#) **APPLY ONLINE** **PRINT PREVIEW** **EMAIL A FRIEND****Send Mail****Send Mail to:**

Central Resume Processing Center
314 Johnson Street
Aberdeen Proving Ground, MD 21005-5283

**Questions?****For questions about this job:**

Central Resume Processing Center
Phone: 410-306-0137
Email: applicanthelp@conus.army.mil

USAJOBS Control Number: 2269824



JOB SEARCH

U.S. Army, Pacific

Department: Department Of The Army
Agency: U.S. Army, Pacific
Job Announcement Number:
FEFC11092204

[Overview](#)[Duties](#)[Qualifications & Evaluations](#)[Benefits & Other Info](#)[How to Apply](#)[Back to Search Results](#)

FAMILY ADVOCACY/EFMP COORDINATOR

Additional Duty Location Info: 1 vacancy - OP - Okinawa Japan

MAJOR DUTIES:

You will serve as FAP prevention/education specialist for the Family Advocacy Program providing information and instruction on child abuse/neglect for military personnel (active duty and retired) and their families, Family Child Care (FCC) providers, teachers and administrative staff, and various community/military human service agencies. Researches, develops, conducts and evaluates post-wide education/training programs. Train's staff on how to deal with cases in terms of problem recognition, referral, and reporting procedures. Assists with the installation FAP Command Information Program which includes scheduling and conducting briefings with commanders ensuring that resource packets are provided; defining the Army's view of domestic violence and the commander's role. As EFMP coordinator you are responsible for identifying, coordinating and obtaining a variety of resources and services for Army family members who have physical, developmental, emotional and intellectual needs.

[Top ▲](#)[Back to Search Results](#)[APPLY ONLINE](#)[PRINT PREVIEW](#)[EMAIL A FRIEND](#)

Send Mail

Send Mail to:
Central Resume Processing Center
314 Johnson Street
Aberdeen Proving Ground, MD 21005-5283



Questions?

For questions about this job:
Central Resume Processing Center
Phone: 410-306-0137
Email: applicanthelp@conus.army.mil

USAJOBS Control Number: 2269824

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#)
[Legal and Regulatory Guidance](#)

U.S. Army, Pacific

Department: Department Of The Army

Agency: U.S. Army, Pacific

Job Announcement Number:

FEFC11092204

[Overview](#)[Duties](#)[Qualifications & Evaluations](#)[Benefits & Other Info](#)[How to Apply](#)[Back to Search Results](#)

FAMILY ADVOCACY/EFMP COORDINATOR

QUALIFICATIONS REQUIRED:

Click on link below to view qualification standard.

[General Schedule](#)

- Applicants must have one year of specialized experience at the next lower pay band (GS-07) or equivalent under the General Schedule (GS) or other pay systems.

Specialized Experience is described as: Knowledge of child/spouse abuse research and practice to train staff on how to deal with cases in terms of problem recognition, referral agencies and reporting procedures; Skill in conducting briefings for FCC and FSG staff and volunteers on reporting procedures, identification of child/spouse abuse; Ability to assist families in developing solutions to EFMP issues and problems such as inaccessible facilities and programs; Ability to develop and provide an installation/activity program of education and publicity to encourage service member sponsors to register in the EFMP.

BASIC REQUIREMENTS:

Degree: behavioral or social science; or related disciplines appropriate to the position.

OR

Combination of education and experience--that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

OR

Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

CONDITIONS OF EMPLOYMENT:

Incumbent must be able to obtain and maintain a SECRET security clearance.

Incumbent is subject to background checks IAW PL 101-647.

Incumbent may be required to complete a medical examination.

Incumbent may be required to travel TDY.

Position may require that employee pass screening for illegal drug use prior to appointment and subsequent periodic drug screening thereafter.

- The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.
- Must have 52 weeks of Federal service at the next lower grade (or equivalent).
- Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>
- Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.
- GS-09: Bachelor's degree directly related to this occupation and 1 year of experience directly related to this occupation equivalent to at least the next lower grade level, or 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree.



USAJobs Resume Posting:

USAJobs Members can post a resume online, apply for federal jobs online, and set up search alerts. There is a resume builder that will help you create a resume.

[USAJobs Member Center](#)



Sign in to my account or create a new account...

Username or Email:

Password:

Forgot your [Username and/or Password?](#)

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

I agree. Sign me in. ▶

IMPORTANT MESSAGE:

- USAJOBS will never request personal information via unsolicited e-mail
- Remain alert for fraudulent e-mail that advertises positions managing financial transactions, or cashing checks
- Remain alert for Federal employment scams: Federal agencies and the Postal Service never charge for applications, sell study guides for examinations, or guarantee that you will be hired

Learn more about how to avoid online scams by visiting the [USAJOBS Security Center](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



Building Your Resume On USAJOBS

In an effort to drive the Federal hiring process toward a universal application format, the **Office of Personnel Management (OPM)** gathered together several agencies from around the government to create one resume format that would include all of the crucial data required for Federal application into one uniform resume format.



BROWSE ADVICE ON:

USING USAJOBS

FEDERAL EMPLOYMENT

APPLYING FOR A FEDERAL JOB ▶

SPECIAL INFO FOR:

INDIVIDUALS WITH DISABILITIES

VETERANS

STUDENTS AND RECENT GRADUATES

SENIOR EXECUTIVES

[Hiring Reform](#)

▼ [Tips on Applying](#)

[Resume and Application Tips](#)

[Interviewing Tips](#)

[Ten Tips for Letting Federal Employers Know Your Worth](#)

▶ [Targeted Occupations](#)

[Supplemental Forms](#)



Resume and Application Tips

[Back to Info Center](#)



Resume

As you may have noticed if you have begun your Federal job search, agencies have varying and unique application procedures to meet their hiring needs. One application format may be acceptable for one agency and not another. In the past, this proved to be frustrating for job seekers applying to multiple positions.

Building Your Resume On USAJOBS

In an effort to drive the Federal hiring process toward a universal application format, the **Office of Personnel Management (OPM)** gathered together several agencies from around the government to create one resume format that would include all of the crucial data required for Federal application into one uniform resume format.

The product that resulted was the USAJOBS Resume Builder. The **USAJOBS Resume Builder** allows you to create one uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

» [USAJOBS Resume Builder](#)

Resume and KSA (knowledge, skills & abilities) tips:

Pay Attention to Keywords

Whether you're writing your first resume, updating an existing one, or answering a position's Knowledges, Skills, and Abilities (KSA's), stop and think about which keywords you need to add. You could be the most qualified person for the position, but you could be lost in a sea of applicants without the right keywords.

→ A Single Keyword Communicates Multiple Skills and Qualifications

When a recruiter reads the keyword "analyst," he or she might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes. Just one keyword can have tremendous power and deliver a huge message.

→ Study Job Announcements

This is the best way to determine important keywords. Review several job announcements and their questions for your ideal position. The jobs don't have to be in your geographic target area. The idea is to find skills, experience, education and other credentials important in your field. You will probably find keywords frequently mentioned by different agencies. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.



The product that resulted was the USAJOBS Resume Builder. The **USAJOBS Resume Builder** allows you to create one uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

[USAJOBS Resume Builder](#)

Resume Builder

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

I. **Getting Started** 2. Experience 3. Related Information 4. Finishing Up

Preview your resume
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are **required fields**. Click on the ? after each title for **more information**.

Confidentiality ?

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches.

☒ Confidential ☐ Non-Confidential

Candidate Information ?

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches.

* Name Your Resume	EFMP	What is this?
* First Name	Marci	
Middle Name		
* Last Name	Keck	
* Social Security Number	XXXXXXXXXX	Edit Social Security Number
* Home Address	XXXXXXXXXX	
Home Address 2		
* City/Town	Dover	
* State/Territory/Province	New Jersey	
* Home Postal/ZIP Code	07801	
* Country	US	
* Email	XXXXXXXXXX	
* Telephone Number 1	Day Phone	XXXXXXXXXX
Telephone Number 2	- SELECT -	
Telephone Number 3	- SELECT -	
* Are you a U.S. Citizen?	<input checked="" type="radio"/> Yes <input type="radio"/> No	

USAJOBS - Resume Builder - Windows Internet Explorer

https://my.usajobs.gov/Resume/ResumeBuilderWizard2.aspx?ResumeID=260710020

USAJOBS - Resume Builder

PageTools

Education?

*

School or Program Name

*

City/Town

*

State/Territory/Province

*

Country

US

*

Degree/Level Attained

- SELECT -

Completion Date

Major

Minor

GPA

 of GPA Max.

Total Credits Earned

System for Awarded Credits

☐ Semester Hours

☐ Quarter Hours

☐ Other

Honors

Select

Relevant Coursework, Licensures and Certifications

Problems with formatting when pasting from Word?

Character Count: 0 (2,000 character limit)

Spell Check ✓

Save and Add Education ▶

OR

☐ I don't have any relevant education.

Job Related Training?

List the titles and completion date of training courses that are relevant to the position you are seeking.

Problems with formatting when pasting from Word?

Character Count: 0 (max. 5,000 characters)

Spell Check ✓

Internet | Protected Mode: Off

100%

11:19 AM

PROFESSIONAL EXPERIENCE

U.S. Army, Picatinny Arsenal, New Jersey

10/2005 – Present

Exceptional Family Member Program Manager, Family Advocacy Prevention Specialist and Educator/Victim Advocate for Family Advocacy and Sexual Assault Programs

Support U.S. Army Military Installation as the EFMP Manager, FAP Educator and Prevention Specialist, Domestic Violence and Sexual Assault Victim Advocate. Confidential meet with clients to evaluate and assess the special needs criteria for enrollment into the EFM program. Organize and distribute DA enrollment forms for the EFM program. Utilize expert knowledge when interviewing Families and evaluating criteria. Write technical standard operating procedures with legal concurrence. Write Memorandum of Agreement and Understanding with Keller Army Community Hospital to serve as medical liaison for EFM Program. Effectively communicate with support agencies through email, fax and phone. Serve as Chairperson of the EFMP Committee on the Human Resource Council. Prepare and maintain monthly EFMP statistics and track all client information in CTS. Update the EFMP section of the DA Form 3063; ACS Management Report. Develop and maintain required SOP's, MOA's and MOU's IAW regulations for various programs within ACS. Professional member of Military Child Education Coalition (MCEC) since July 2007. Prepare and maintain records IAW regulations for various programs within ACS. Serve as chair of Special Needs Accommodation Process (SNAP) Team and conduct, at a minimum, quarterly committee meetings with the assistance of the School Liaison Officer, Community Health Nurse and CDC support personnel. Prepare and maintain SNAP Committee meeting minutes IAW AR 608-75. Assess relocating Soldier's EFM housing and community support needs prior to departure. Share required service information with the gaining CONUS installation EFMP manager of OCONUS MACOM EFMP manager. Assist Families in developing solutions to individual and community EFM issues and problems and inform and advise the Garrison Commander of EFM needs and resource requirements. Maintain professional resource library with up-to-date program content. Answer NERO and IMNEPIC originated taskers in a professional and timely manner. Implemented a best practices community outreach program, Parents of Picatinny. Utilize expert knowledge to develop and write lesson plans for bi-weekly sessions that are designed for families that are deemed "at-risk". Lesson plans are designed to focus on strengthening families and different cultures. Class sessions are parent-child oriented and are designed to analyze cognitive, gross and fine motor skills, language abilities and social developmental skills of children. Meet with special need families to discuss areas of deviations and refer them to appropriate community/civilian agencies. Assist Families with special needs by meeting with the parents, evaluating their child, discussing their options, and providing recommendations for their child's education. Research community agencies and resources to develop a referral and reference guide to assist Families. Developed partnership with local ARC of Morris County and Dover, Hope House. Create and prepare original brochures and flyers using Microsoft Publisher to support programs. Utilize expert knowledge to conduct semi-annual child abuse education and prevention training for child and youth services staff members. Developed and implemented anger management training for installation employees. Serve as installation victim advocate for domestic violence and/or sexual assault victims. Interview advocates, provide intermediate services, maintain records and refer to outside agencies when necessary. Provided outreach to the Morris County Sexual Assault Center; trained 23 victim advocates throughout the County. Participate in monthly case review committee meetings with legal representative, family advocacy manager, and occupational health physician to evaluate and substantiate or unsubstantiate domestic violence cases; apply knowledge of applicable laws and regulations when evaluating cases. Independently edit marketing articles submissions of program managers for the ACS monthly newsletter. Participate in ACS staff development and in-service professional trainings across all ACS programs. Coordinate with military personnel to identify new Soldiers and families within the surrounding area to ensure their awareness about ACS services. Write after action reports to identify significant findings for sexual assault trainings and prevention classes. Collect data for monthly statistics and submit information through the client tracking system. Act as a liaison between the installation military families and the ACS office to develop specific programs and make recommendations to the ACS director to meet the needs of the community. Provided outreach to the local civilian community by training entire faculty and principal of the Dennis B. O'Brien elementary school. Training included military lifestyles, deployments, educational differences between states and cultural changes experienced by military children.



Pay Attention to Keywords

You could be the most qualified person for the position, but you could be lost in a sea of applicants without the right keywords.



Study Job Announcements

This is the best way to determine important keywords. Review several job announcements and their questions for your ideal position. The jobs don't have to be in your geographic target area. The idea is to find skills, experience, education and other credentials important in your field. You will probably find keywords frequently mentioned by different agencies. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for “buzzwords” and desirable credentials for your ideal job.



Be Concise

Don't confuse telling your story with creating your autobiography. Look at your resume and/or KSA's and ask yourself:

- Can a hiring manager see my main credentials within 10 to 15 seconds?
- Does critical information jump off the page?
- Do I effectively sell myself on the top quarter of the first page?



The Sales Pitch

Your key selling points need to be prominently displayed at the top of the first page of the resume and directly address each question asked in the KSA section.

Many workers are proud of their careers and feel the information on a resume should reflect everything they've accomplished. However, a resume shouldn't contain every detail and KSA's should only address the question at hand.



Even if your education does not exactly match the qualifications as advertised, you can still qualify through equivalent experience.



If you have previous work experience having relevance to the job in question, include it with full details. Writing your accomplishments and duties (to a lesser extent) is important.



Don't forget to write about any other qualifications that may be even slightly related to the job. Memberships, certificates or awards also count heavily in federal job applications.



Other Sites for Government Job Searches

- <https://federalgovernmentjobs.us/>
- <http://www.armycivilianservice.com/>
- <https://chart.donhr.navy.mil/index.asp>

All sites will require a federal resume created on the Resume Builder System.



Marci Keck
EFMP, ERP, VA, FAP Ed
Army Community Service
Building 119, Community Readiness & Support Center
Picatinny Arsenal, NJ 07806

<http://www.pica.army.mil/mwr/ACS/ERP.htm>